

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JANUARY 17, 2018**

MINUTES

1. The Willmar Planning Commission met on Wednesday, January 17, 2018, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

**** Members Present:** Steve Gardner, Rolf Standfuss, Jeff Kimpling, Terry Sieck, Terry VanVeldhuizen, Cletus Frank, Jonathan Marchand, and Dr. Jerry Kjergaard.

**** Members Absent:** Margaret Fleck.

**** Others Present:** Erin Anderson-Commonwealth Development, Aaron Backman-EDC Executive Director, Bruce Peterson-Director of Planning and Development Services, Sarah Anderson- Planner.

2. WELCOME: The commission welcomed Sarah Anderson, the new Planner for the City, and Dr. Jerry Kjergaard, the new Planning Commission member.
3. MINUTES: Minutes of the December 6, 2017 meeting were approved as presented.
4. ROCKSTEP PLAZA 1ST ADDITION PRELIMINARY AND FINAL PLAT – FILE NO. 17-02: The public hearing was brought back to the table at 7:04 p.m. Staff presented the preliminary and final plat on behalf of Rockstep Willmar, LLC of the subdivision of property described as follows: part of SW ¼ of NE ¼, Section 23, Township 119N, Range 35W (1605 1st St. S). A hydrant has been added on the east side of First Street as suggested by the Fire Chief/Marshal. The building has been connected to the Kandi Mall private water main. Aaron Backman of the Economic Development Commission spoke of a meeting discussing the mall rehabilitation project, and the general desire of the EDC to continue with this process.

No one else appeared to speak for or against the request and the public hearing closed at 7:08 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A). They talked about keeping the parcel zoned as Shopping Center. The Kandi Mall private water connection was also discussed; concerns were expressed about the connection to a private water main if the parcel was ever sold.

Mr. Frank made a motion, seconded by Mr. VanVeldhuizen to approve the preliminary and final plat with the following condition:

- A. A 6' utility easement shall be added around the perimeter of the plat and water and storm sewer agreements shall be submitted to the City prior to the execution of the final plat hard shells.

The motion carried.

5. 15TH STREET FLATS LLC REZONE GB TO R-5 – FILE NO. 17-08: The public hearing opened at 7:19 p.m. Erin Anderson of Commonwealth Development presented a request to rezone property from GB (General Business) to R-5 (High Density Multi-Family Residential). The property is described as: Lots 3, 5, and 7, and Block 2, LEE-DON, excepting therefrom the South 100 feet of said Lot 7 as measured along the east line of said Lot 7, located in Section 23, T119-R35, City of Willmar, Kandiyohi County, Minnesota, according to the recorded plat thereof. Ms. Anderson explained the plans to develop a multi-family complex comprised of 2 and 3 bedroom units with a playground onsite, as well as community space, a fitness center, and a management office. Mr. Backman spoke about the project being a significant family development, and the successful approval for tax credits from the state.

No one else appeared to speak for or against the request and the public hearing closed at 7:25 p.m.

Staff comments were reviewed and discussed (see Attachment A). It was noted by staff that the rezoning would result in a very clean transition of densities and uses.

Mr. Standfuss made a motion, seconded by Mr. Frank, to approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

The motion carried.

6. 15TH STREET FLATS LLC CONDITIONAL USE PERMIT – FILE NO. 17-06: The public hearing opened at 7:29 p.m. Erin Anderson presented a conditional use permit request for a 4-story, 47-unit multi-family residential development on property described as: Lots 3, 5, and 7, and Block 2, LEE-DON, excepting therefrom the South 100 feet of said Lot 7 as measured along the east line of said Lot 7, located in Section 23, T119-R35, City of Willmar, Kandiyohi County, Minnesota, according to the recorded plat thereof. Ms. Anderson explained that the density is driven by the financial feasibility. Mr. Backman noted that a 3-story building with the same number of units would have required a much larger footprint, limiting the green space that is available with 4 stories.

No one else appeared to speak for or against the request and the public hearing closed at 7:35 p.m.

Staff comments were reviewed and discussed (see Attachment A). The Planning Commission talked about other R-5 high density projects in Willmar.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Mr. Kimpling made a motion, seconded by Mr. Frank, to approve the conditional use permit for a 4-story, 47 unit multi-family residential development with the following conditions:

- A. Rezoning of parcels from GB to R-5 is approved.
- B. Storm water management plans shall be approved by the City Engineer prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The motion carried.

7. MINNWEST TECHNOLOGY CAMPUS/GOODNESS COFFEE KIOSK PLAN REVIEW – FILE NO. 18-01: Staff presented a plan review request on behalf of The MinnWest Technology Campus to allow a coffee kiosk by The Goodness Coffee House on campus property described as follows: Unit 16, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE).

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Mr. Sieck made a motion, seconded by Mr. Standfuss, to approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The motion carried.

8. REORGANIZATION: Mr. Standfuss made a motion, seconded by Mr. Frank, to nominate Mr. Gardner for Chair, Mr. Standfuss for Vice Chair, and Mr. Kimpling for Secretary.

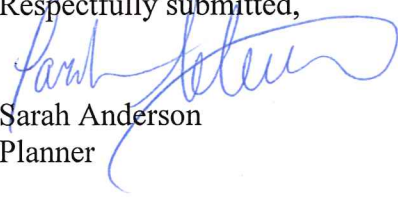
The motions carried.

9. SHOPPING CENTER DISTRICT DISCUSSION CONTINUED: Staff will continue to draft a text amendment for review at the first meeting in February.

10. MEETING SCHEDULE: The Planning Commission will continue to meet the 1st and 3rd Wednesdays of every month for 2018.

11. There being no further business to come before the Commission the meeting adjourned at 7:45 p.m.

Respectfully submitted,



Sarah Anderson
Planner

PLANNING COMMISSION – JANUARY 17, 2018

STAFF COMMENTS

1. 15TH STREET FLATS LLC REZONE GB TO R-5 – FILE NO. 17-08:

- The applicant is 15th Street Flats, LLC by Louie A Lange, III.
- The applicant is requesting a rezone from GB (General Business) to R-5 (High Density Multi-Family Residential) on property described as: Lots 3, 5, and 7, and Block 2, LEE-DON, excepting therefrom the South 100 feet of said Lot 7 as measured along the east line of said Lot 7, located in Section 23, T119-R35, City of Willmar, Kandiyohi County, Minnesota, according to the recorded plat thereof, Kandiyohi County, Minnesota.
- The applicant is requesting the rezone to allow the construction of a 47-unit multi-family residential development. Note a conditional use permit is required for the development of a multi-family dwelling of 25 to 48 units/building, of which the application has been submitted.
- The property to the north, east, and south is commercial, and the property to the west is residential (R-4).
- The residential property will abut other multi-family residential developments and be an added transitional buffer between the existing residential and commercial properties in this area.
- The zoning would be a decrease in intensity of use.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for Ordinance introduction and adoption.

2. 15TH STREET FLATS LLC CONDITIONAL USE PERMIT - FILE NO. 17-06:

- The applicant is 15th Street Flats, LLC by Louie A Lange, III.
- The applicant is requesting a conditional use permit to build a 4-story (54'-9") 47-unit multi-family residential development on property described as: Lots 3, 5, and 7, and Block 2, LEE-DON, excepting therefrom the South 100 feet of said Lot 7 as measured along the east line of said Lot 7, located in Section 23, T119-R35, City of Willmar, Kandiyohi County, Minnesota, according to the recorded plat thereof, Kandiyohi County, Minnesota.
- The property is currently zoned GB (General Business), but the applicant has submitted a proposal for rezoning to R-5 (High Density Multi-Family Residential).
- The property is 99,997 sq ft (2.3 ac, 200' x 500'), and the building will be 15,398 sq ft (256'-6" x 54').
- The required setbacks, lot area, and width minimums are met.
- The development will include an asphalt paved parking lot with 94 parking spaces (2 per unit) with 4 handicap spaces.
- The development will include a storm water management pond on the north end of the property, as recommended by City staff.
- City water and sewer mains are available to the property. The City will charge a tapping fee for new connections.

- There will be 2 accesses to the building via 15th St SE on both the north and south end of the property, both adequate for emergency vehicle access.
- A playground will be located on the south end of the building, and a maintenance shed and enclosed dumpster will be on the south east corner of the lot.
- The development will be built with similar materials and style, conforming to the surrounding residential buildings.
- The development contributes to affordable housing in Willmar, close to retail, schools, and transportation corridors.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. Rezoning of parcels from GB to R-5 is approved.
- B. Storm water management plans shall be approved by the City engineer prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

3. ROCKSTEP PLAZA 1ST ADDITION PLAT PRELIMINARY AND FINAL PLAT – FILE NO. 17-02:

- The applicant is Rockstep Willmar, LLC.
- The applicant is requesting to subdivide a parcel into two parcels on property legally described as follows: part of SW ¼ of NE ¼, Section 23, Township 119N, Range 35W (1605 1st St. S.).
- The applicant is requesting subdividing the land to create a separate parcel for tax purposes.
- The parcel fronts 1st St S. and is accessed via this same road.
- The parcel is zoned SC (Shopping Center District).
- Minimum lot area and width are well exceeded.
- The preliminary plat was brought to the Planning Commission on Wednesday, June 28, 2017, and the applicant asked to table the plat to reconsider submittal. No one had appeared for the public hearing to speak for or against the request.
- A hydrant has been added on the east side of First Street.
- The building has been connected to the Kandi Mall water main, therefore a tapping fee was not charged for a new sanitary sewer connection.

Fire Chief/Marshal Comments: Possibility of adding a hydrant on east side of First Street.

Engineering/Public Works Comments: The only water main and storm sewer available to the plat is owned and operated by Rockstep Willmar, LLC. Permission to connect to private water main and storm sewer by Rockstep Willmar, LLC shall be by agreement and a copy shall be provided to the City. The City will charge a tapping fee for new sanitary sewer connection.

MUC Comments: If the Pizza Hut building stays we have a power source there and one by Tires Plus. What will it take to cross mall property to reach this lot? 6' utility easement around perimeter is requested.

RECOMMENDATION: Reopen and complete the public hearing. Approve the preliminary and final plat with the following conditions:

1. A 6' utility easement shall be added around the perimeter of the plat prior to execution of the final plat hard shells.

4. MINNWEST TECH CAMPUS PLAN REVIEW FOR GOODNESS COFFEE KIOSK – FILE NO 18-01:

- The applicant is MinnWest Technology Campus.
- The applicant is requesting a plan review to allow the addition of a coffee kiosk by The Goodness Coffee House on campus property described as follows: Unit 16, MinnWest Technology Campus CIC #40, a Planned Community (1700 Technology Dr. NE).
- The property is zoned T (Technology District).
- The Goodness Coffee House is a coffee shop located in downtown Willmar, owned by the non-profit Goodness Incorporated.
- The kiosk would be an added amenity to the campus community, and is a permitted use in the Technology District (Section 6.Q.1.k. – “Food and other services (complimentary to the technology district”).

RECOMMENDATION: Approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.